

Reports - 1  
July - Dec 1958

Chief, Management Staff

7 July 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 2 July 1958

1. Contributions

a. Tangible

- (1) Received 184 cu. ft. of inactive records at the Records Center and disposed of 105 cu. ft. During FY 58, 11,146 cu. ft. of records were received by the Center which, if stored in 4-drawer safes, would have required an expenditure of over \$596,000 for office equipment. The Center disposed of 7,309 cu. ft. inactive records during the same period.
- (2) Completed installation of a uniform subject-numeric file system throughout ORR which will be established by an ORR Notice as the only system authorized for administrative files. During the installation, 63 separate file series were converted, 75 secretarial and clerical personnel were trained in the system, over 100 cu. ft. of inactive records were destroyed and 40 cu. ft. retired to the Records Center.
- (3) Approved and designed two new and 13 revised forms, exceeding the weekly average since 1 January by three forms.

b. Intangible

- (1) Improved reporting procedures and supervisory control in the Printing Services Division by combining two "bootleg" forms into a standardized multi-purpose production report form.

2. Assignments Active

- a. Forms in Process - Four new and 20 revised forms are under review.
- b. Forms Management Survey, Printing Services Division (See "Contributions, Intangible.")
- c. Reduction in [REDACTED] Requirements for Forms - Identified for Supply Division those forms used overseas which in our judgment could be reproduced locally by [REDACTED]

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d. Revision of Travel Order Form - Forwarded samples of revised form to the Directors of Logistics and Personnel and the Comptroller for concurrence.

e. Revision of Chain Envelope and Courier Receipt.

f. Audit of GTR Schedule.

g. Subject-Numeric Files Installations.

(1) OSI

(2) Personnel Procurement Division, OP - 1957 and 1958 files are being converted. Destroyed two cu. ft. of obsolete records in applying Records Control Schedule.

h. Office of Logistics/Security Staff Card Index.

i. Shelf File Installations.

(1) Medical Staff

(2) Acquisitions Branch Library/OCR

(3) Map Library Division/OCR

(4) OP Official Personnel and Applicant Files - Pilot installation approved by D/Personnel.

(5) Office of Security.

j. Document Division Sorting Rack - Completed study of racks available commercially and recommended one best suited for Document Division.

k. File Clean-Up Campaign - Staff study being developed.

3. Assignments - Inactive

a. Budget Office/OC, Files System Survey.

b. Machine Records Division Files Survey

4. News

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a. JOT [redacted] completed two weeks training with the Staff.

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1/18/58

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